**Form for creating a certificate of employment or reference**

**Surname, first name:** Click here to enter text.

**Date of birth:** Click here to enter text.

**Job title:** Click here to enter text.

**Place of employment** Click here to enter text.

**Type of certificate:** Click here to enter text.

**Reason for issuing a certificate:** Click here to enter text.

**Date of start of employment:** Click here to enter text.

**Date of termination of employment:** Click here to enter text.

**Longer periods of interruption of employment, where applicable:**

Click here to enter text.

**Description/profile of the institute/faculty/chair (not absolutely necessary)**

Click here to enter text.

**Job description (attach an extra sheet if necessary):**

Click here to enter text.

**Performance evaluation: (**please tick appropriate grade corresponding to the German school grading system (1 best; 6 worst))

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation criteria** | **Grade 1** | **Grade 2** | **Grade 3** | **Grade 4** | **Grade 5** | **Grade 6** |
| Specialist knowledge |  |  |  |  |  |  |
| Willingness to engage  in further training |  |  |  |  |  |  |
| Cognitive and  intellectual capacity |  |  |  |  |  |  |
| Performance under stress/  Capability |  |  |  |  |  |  |
| Method of working |  |  |  |  |  |  |
| Performance readiness |  |  |  |  |  |  |
| Work success |  |  |  |  |  |  |
| Performance evaluation overall |  |  |  |  |  |  |
| Internal behaviour |  |  |  |  |  |  |
| External behaviour  (as far as relevant) |  |  |  |  |  |  |
| Management success  (only with managerial employees) |  |  |  |  |  |  |

**Employee's own desired or supplementary formulation or explanation of the evaluation, if applicable:**

Click here to enter text.

**Date:** Click here to enter text.

**Signature of superior:**

Please send the completed form in both electronic form in advance via email and as a signed paper version to the relevant section of the personnel department:

* Admin. Div. III/2, attn. Frau Rohrwild, email: [christine.rohrwild@ur.de](mailto:christine.rohrwild@ur.de)
* Admin. Div. III/3, attn. Frau Schöfmann, email: [michaela.schoefmann@ur.de](mailto:michaela.schoefmann@ur.de)
* Admin. Div. III/4, attn. Frau Junghanns, email: [anna.junghanns@ur.de](mailto:anna.junghanns@ur.de)
* Admin. Div. III/5, attn. Frau Bittner, email: [verena.bittner@ur.de](mailto:verena.bittner@ur.de)